

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
96001-S

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
nation (Show any positions replaced) places Job #9143, Supervisory Special Agent, GS-1812-14		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	
11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Criminal Investigator Supervisory Special Agent	GS	1811 1812	15	JE	6/17/96
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) Special Agent in Charge Name of Employee (if vacant, specify)
Assistant Regional Director - Law Enforcement

18. Department, Agency, or Establishment <u>Department of the Interior</u>	c. Third Subdivision <u>Assistant Regional Director - Law Enforcement</u>
a. First Subdivision <u>U.S. Fish and Wildlife Service</u>	d. Fourth Subdivision
b. Second Subdivision <u>Region</u>	e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) John G. Rogers Jr. Deputy Director Signature <u>[Signature]</u> Date <u>6/17/96</u>
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position (a.) General Schedule Supervisory Guide, 04/93 (b.) Introduction to the Position Classification Standards; 08/91; (c) Series Definition for GS-1812, 09/93; (d) GS-1810/1812, 02/72 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Typed Name and Title of Official Taking Action Bob Eckert Management Initiatives Specialist Signature <u>[Signature]</u> Date <u>6/17/96</u>			

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks
Full performance level of this position: GS-15
This position was approved for special retirement coverage in the secondary/administrative category under the 5 U.S.C. 8836(c) and the 5 U.S.C 8412(d) special retirement provisions for law enforcement officers, effective July 24, 1996.

25. Description of Major Duties and Responsibilities (See Attached)

Assistant Regional Director - Law Enforcement

[Standard Position Description]

GS-1812-15
~~1812~~

BACKGROUND

The incumbent of this position, as Assistant Regional Director - Law Enforcement (ARD - LE) serves as the chief manager of, and is responsible and accountable for, the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. Each region is comprised of from one to thirteen states and each Regional Director is assisted by other Assistant Regional Directors such as for refuges, fisheries, and ecological services. The incumbent manages the regional law enforcement program through a staff (the majority of whom are Special Agents, GS-1812-12) which is structured within a number of organizational elements and which are often typically dispersed throughout the region. Some ARD-LE positions have additional special units attached (such as the Forensics Laboratory, and the Forfeited Property Repository).

MAJOR DUTIES

The incumbent plans the region's annual and long-range law enforcement programs; manages the program's execution, including the budget; manages the subordinate managers, supervisors and employees; and, coordinates with counterpart chiefs in other regions and other top managers such as Assistant Regional Directors, Regional Directors, and U.S. Fish and Wildlife Service Assistant Directors located at the headquarters in Washington, D.C.

The incumbent coordinates with U.S. Attorneys and/or their Assistants; regional and other senior officials of other federal law enforcement agencies (e.g., Federal Bureau of Investigation; U.S. Customs Service; Drug Enforcement Agency; Bureau of Alcohol, Tobacco, and Firearms; and the U.S. Marshals Service); high-ranking State and local government officials, particularly those involved with wildlife programs; and high-ranking officials of other nations and U.S. Indian Tribes, such as for the purpose of protecting wildlife and enforcing and developing and implementing national and international wildlife agreements.

The work of the incumbent is subject to the review of the supervisor, typically the Regional Director or Deputy Regional Director. However, this normally takes the form of an administrative review, and is typically based only on a "results achieved" basis. The Regional Director depends on the incumbent, as an integral member of the management team, to keep him/her advised of program activities and operations, in order to assure proper coordination and integration with the Region's overall programs and to directly assist the Regional Director in the execution of his/her responsibilities. The incumbent may also receive broad program direction from the Service Deputy Director, as the next higher-level supervisor. The Regional Director, Deputy Regional Director, Director, and the Deputy Director depend on the incumbent and his/her regional counterparts individually and as a group to provide significant input into the planning and conduct of the overall Service law enforcement program. In managing the regional law enforcement program, the incumbent conducts a full range of planning, including the development, implementation, and integration with other regional and Service programs, of intermediate to long-range plans from a budgetary and program management standpoint. Service-wide program coordination and expertise is also available in a staff capacity relative to

the Division of Law Enforcement.

The actual conduct of regional activities in enforcing the fish and wildlife laws, through a corps of Special Agents involves: investigation, surveillance, interviewing witnesses, interrogating suspects, inspecting records and documents, conducting raids, seizing contraband and equipment including vehicles, securing and serving warrants, making arrests, developing evidence, writing detailed and legally sufficient reports, working directly with attorneys presenting the government's case, testifying, and designing and conducting covert operations and undercover activities. In all of these activities the incumbent is regarded as the regional technical program expert and authority.

The incumbent also manages the operations of the Service's wildlife inspection program, through a corps of Wildlife Inspectors. These employees assure the proper granting of permits, collection of appropriate fees, and the seizure of illegal shipments often involving tens of thousands of dollars and immediate decisions concerning live animals (and their care during investigation and detention). The incumbent integrates the inspection program and the criminal investigation program through standardized procedures for "backing-up" the Inspectors. In so doing, the incumbent also secures agreements with, for example, Customs officials for their employees (who are trained by the Service) to serve as temporary wildlife inspectors when Service personnel are not available.

FACTORS

Factor 1 - Program Scope And Effect

The incumbent, with considerable independence, manages the law enforcement program of the U.S. Fish and Wildlife Service region to which he/she is assigned. The law enforcement program is carried out in a geographic area of considerable size which may entail a variety of states, territories, and Tribal nations; and, in association with other Nations and international organizations. The work is carried out by a good-sized staff which is composed of various organizational elements, which are typically dispersed throughout the region. This law enforcement program is an important and integral part of the U.S. Fish and Wildlife Service, and must be integrated with other programs such as those concerned with refuges, fisheries, and environmental services.

The incumbent participates in the development of law enforcement program plans of the Service, and provides significant input into the operation and direction of the overall program. The Service programs may be subject to the continuing attention of the media, are debated in Congress and/or congressional offices, and affect millions of dollars in both imports and monies expended by citizens in the pursuit of legal and illegal hunting and fishing pastimes.

Factor 2 - Organizational Setting

The incumbent's immediate administrative supervisor is the Regional Director and/or the Deputy Regional Director, whose positions are, respectively, grade SES and GS-15. The national program supervisor of the law enforcement program is the Service Deputy Director. The supervision received consists of broad program direction, and typically takes the form of only

a review for overall results achieved.

Factor 3 - Supervisory and Managerial Authority Exercised

Each ARD - LE directly supervises a group of managers, supervisors or work/team leaders (about six in an average region) who supervise: Special Agents, Wildlife Inspectors, legal technicians, and administrative support personnel. In so doing the ARD-LE assigns and plans the work, establishes priorities based on program need and employee ability, evaluates work performance, and takes a full range of personnel actions (e.g., interviewing, hiring, counseling, training, promoting, reassigning, approving leave and awards, assuring specialized physical fitness and arms proficiency, resolving complaints, ensuring equal employment opportunity, and disciplining). Personnel management actions, within the scope for which authority has been granted, typically represent the final decision concerning the action, with few exceptions such as removals.

Additionally, each ARD-LE establishes annual and multi-year law enforcement program plans for their region and provide significant input into the planning of the Service law enforcement program plan and operations. Within the scope of the regional law enforcement program for which the incumbent is assigned responsibility, the incumbent's decisions and long-range organizational, budgetary, and program recommendations are accepted and implemented without change. These regional programs exceed several million dollars annually. The Service law enforcement program, exceeds \$35 million annually.

Factor 4 - Personal Contacts: Subfactor 4A - Nature Of Contacts

Contacts are regularly with senior Service officials in the headquarters offices and regions, Federal officials in other law enforcement agencies such as U.S. Attorneys and their assistants, and other officials including those high-level officials of the governments/organizations they represent (i.e., states, tribal nations, territories, foreign governments, international organizations, e.g., CFTES), representatives of many and competing public interest groups, local and national newspapers and magazines, and both local and Washington congressional offices.

Factor 4 - Personal Contacts: Subfactor 4B - Purpose Of Contacts

In addition to the usual purposes of exchanging information, coordinating work, and resolving problems, the overriding purpose of these contacts is to: prove and punish wrongdoing; influence the public and other governments to obey and/or enforce the hunting and fishing laws; and most difficult of all, balance the oftentimes sharply competing interests of conservationists, hunters/fisherman, and those who legally are in the wildlife trade (e.g., outfitters, guides, importers, dealers in animals and animal parts).

Factor 5 - Difficulty Of The Work Directed

The principal occupation supervised is that of Criminal Investigator, GS-1812, titled Special Agent, with a journey person grade of GS-12. In each region Special Agents comprise more than half of the work force, and this occupation represents the highest grade of nonsupervisory work managed which requires most of the duty time of the incumbent. The remaining staff are either

Wildlife Inspectors (journeyman grade GS-9) and support personnel. This is true for the smallest region (Anchorage) as well as the largest (Portland).

Factor 6 - Other Conditions

The supervision provided, and programs directed by the incumbent concern fish and wildlife law enforcement, protection, and conservation matters that are one of the many daily issues that confront significant segments of the American public and their elected and appointed officials at the Federal, state, and international levels. While the Service's law enforcement program continues to have its basic elements, it is continually being fine-tuned by changes in emphasis and laws. The changes and improvements prove exceedingly challenging, given the acknowledged and great disparity between resources available and the demands on those resources. The management work involves such aspects as: restructuring, reorienting, and recasting immediate and long-range goals, objectives, plans, and schedules to meet substantial changes in legislation, program authority, and/or funding; changes in organizational structure; determinations of projects or program segments to be initiated, dropped, or curtailed; and decision on the amount resources to devote to particular programs.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station		6. OPM Certification No.							
Explanation (Show any positions replaced) Developmental level for standard position 96001-S		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
		10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1- Non Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code							
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review		Supervisory Criminal Investigator Supervisory Special Agent				GS		1811 1812		14		JOS		10/14/00	
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															

16. Organizational Title of Position (If different from official title) Assistant Regional Director - Law Enforcement		17. Name of Employee (If vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision Regional Office	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Office of the Director		e. Fifth Subdivision	
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Director		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
(a) General Schedule Supervisory Guide, 04/93;
(b) Introduction to the Pos. Class. Stands, 08/91; (c) Series Def. for GS-1812, 09/93;
(d) GS-1810/1812, 02/72

Typed Name and Title of Official Taking Action Debra O. Summers Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL: GS-15
Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
Firefighter ☒ Law Enforcement ☒
Primary ☒ Secondary/Administrative ☐ Sec/Supvy ☐
Approval Date January 20, 2004

This is a standard position description to be used Servicewide.

25. Description of Major Duties and Responsibilities (See Attached)

1811

Statement Regarding Supervisory Special Agent, GS ~~1812-14~~

The Division of Law Enforcement is responsible for the protection of domestic and international fish and wildlife resources. The Division enforces Federal conservation laws for the protection and management of wild mammals, birds, fishes, amphibians, and reptiles, including the Migratory Bird Treaty Act, the Lacey Act, the Black Bass Act, Endangered Species Act of 1973, the Marine Mammal Protection Act of 1972, and the Airborne Hunting Act.

Seven Law Enforcement Districts exist within the Fish and Wildlife Service to assist Regional Directors in administering the law enforcement responsibilities of the Service. Each District Office is responsible for administering the law enforcement program through several subordinate Senior Resident Agent Offices and Special Agent offices located within the geographical confines of that District.

This position is a management position in a law enforcement organization and requires prior law enforcement experience in a primary covered position. At this grade level, less than 50% of the incumbent's time would be spent conducting investigations; preparing cases for presentation to legal officers; and participating in the full range of law enforcement activities, including surveillance, raids, interviewing witnesses, interrogating suspects, searching for physical evidence, securing and serving search warrants, testifying in court, and reviewing case activity. The incumbent would spend more than 50% of the time supervising, managing and administering the Service law enforcement program within an assigned area of jurisdiction.

This position will perform the same duties as described in the previously approved PD # 96001-S but he will be placed in this position at a lower grade than the full performance level under closer supervision while receiving training. Supervisory approval for promotion may be granted when the incumbent is sufficiently trained, has demonstrated the ability to perform at the higher grade level, and has met all requirements for promotion.

The percentages of major duties performed will be the same.

Full Performance Level of this position: GS-15.

This is a standard job description to be used Servicewide.



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Supervisory Criminal Investigator

Organization Title: Special Agent In Charge

Position Number: 96001-S Series and Grade: GS-1811-14/15

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. The incumbent of this position serves as the chief manager of, and is responsible and accountable for, the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. The incumbent manages the regional law enforcement program through a staff of Criminal Investigators, which is structured within a number of organizational elements and which are often typically dispersed throughout the region. The actual conduct of regional activities in enforcing the fish and wildlife laws, involves: investigation, surveillance, conducting raids, interviewing witnesses, interrogating suspects, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and conducting undercover operations. In all these activities the incumbent is regarded as the regional technical program expert and authority. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System

05/23/03

Date

Marcia L. Scifres

MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

12/17/2003

Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 10/01/2002.** Approval is by DOI Secretary's Designee:

Carolyn Cohen

Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04

Date